

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT V –
Business Operations

SALARY GROUP: B21

DEPARTMENT: Manufacturing and Logistics

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bobby Lumpkin DATE: 01/15/2015

POSITION #: 024574

I. JOB SUMMARY

Performs highly complex accounting work. Work involves preparing and overseeing the preparation of financial analyses and reports; establishing, maintaining, and overseeing accounting systems, procedures, and controls; preparing and overseeing the preparation of agency budgets; and supervising the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans, organizes, and directs the financial operations of Manufacturing and Logistics programs; analyzes the status of funds and financial activity; and reviews and audits completed financial records for accuracy and conformance with legal and departmental procedures and regulations.
 - B. Oversees the development and use of internal audit and control procedures to determine compliance with agency policies, plans, and procedures and state and federal statutes; and develops, coordinates, and produces complex reports for monitoring and reporting the division's financial information.
 - C. Reviews and oversees the review of accounting documents, periodic and special financial analyses, and financial reports; oversees and prepares financial statements and budgets; and coordinates data compilation of Texas Correctional Industries budget and presents to management for input and approval.
 - D. Oversees the maintenance of systems and controls necessary to provide accurate accounts of expenditures and budget balances for Manufacturing and Logistics; and analyzes and recommends improvements and revisions to the accounting system and accompanying procedures.
 - E. Supervises the work of others; and provides training and technical assistance to program staff and offenders.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Accounting, Business Administration, Finance, or a related field preferred. Each year of experience as described below in excess of the required six years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Six years full-time, wage-earning accounting, auditing, or statistical analysis experience.
3. Experience in the supervision of employees preferred.
4. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

B. Knowledge and Skills

1. Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in administrative problem-solving techniques.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to research and resolve accounting discrepancies and inquiries.

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10. Skill to prepare and maintain complex records and files in an automated system.
11. Skill to analyze, consolidate, and interpret financial data.
12. Skill to interpret and apply accounting theory.
13. Skill to train and supervise others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.